

Minutes of a Minsterworth Parish Council

Meeting held on 14th July 2025 in the

Minsterworth Village Hall at 7.00pm.

Present:	Cllr Nick Powell	Chair
	Cllr Victoria King	Vice Chair
	Cllr Steve King	
	Cllr Roger Bowey	
	Cllr Cathy Thomas	
	Cllr Gordon Taylor	
In Attendance:	Cllr S Hands	County Councillor
	Cllr J Smith	Borough Councillor
	Kate Wilks	Parsh Clerk

9 Members of the public present

The Chair opened the meeting and Members of the Public were asked for any representations or questions by invitation of the chair.

A member of the public asked that the PC listen to, consider and endorse the Village design statement. They felt the group were doing a good job with a lot of people in the village supportive of it.

A member of the public noted that all new developments within the village are built in a straight line, which they felt was not in keeping with the village. A Councillor confirmed that TBC only permit 'Ribbon development.'

A member of the public stated that the Village design statement could be a way to highlight this type of planning to TBC. Taking in to account changes made by the upcoming devolution changes to local Councils.

1. To Receive Apologies for Absence.

Apologies were noted from Member of the public J Stait.

2. Declaration of Interest (Members are requested to declare any interest they may have in the business set out on the agenda to which the approved code of practice appears.)

Cllr N Powell declared an interest in agenda item 10
Cllr C Thomas declared an interest in agenda item 9.2

3. To Allow for Dispensations.

The Council unanimously agreed that Cllr N Powell would remain present throughout the discussion on agenda item 10.

The Council unanimously agreed that Cllr C Thomas would remain present throughout the discussion on agenda item 9.2.

4. Approval of the Minutes of the Parish Council meeting held on Monday 9th June 2025.

The Council agreed that the Minutes were taken as a true representation of the meeting and duly signed by the Chair.

5. To receive the report from the County Councillor.

The County Councillor explained that her other roles include Deputy leader at Tewkesbury Borough Council and lead member for planning for TBC.

A Parish Cllr asked Cllr Hands her experience of Village Design statements.

Cllr Hands explained that they take time to complete, can be very costly and TBC do not have the resources to support these. Planning reform is no longer supported by the Government. The current Government are pushing for more even more housing.

There are other ways to feedback on planning applications. The devolution of local Councils should also be taken in to account as the VDS could be completed and then not used due to the changes. Providing it met with future requirements and proposals it could be used with regards to planning.

Cllr Hands requested that the Clerk provide her contact details to the VDS group.

Cllr J Smith added that Highnam's neighbourhood development plan has been completely overridden with recent planning permission given for new developments.

A Councillor stated that it felt like PC comments made with regards to planning are not taken in to account by the planning department and it can feel very frustrating when no response is given to queries.

Cllr Hands will look in to the statement made that planning applications have been decided remotely by google earth by TBC.

Cllr Hands spoke about devolution and that TBC will be supporting a county wide unitary approach.

The PC requested that Cllr Hands looks in to any funding that can

be awarded retrospectively relating to the 20mph speed limit on the lower lanes.

Cllr Hands will look at Highways grass cutting in the Parish and if this can be increased.

The PC also listed the following as issues within the village.

Anti Social behavior.

Speeding.

The addition of new mobile homes on current sites.

Cllr Hands will feedback on this when she is able to.

Cllr Hands suggested a meeting with local residents to discuss any issues within the village. The Clerk will make arrangements through the PC.

6. To receive the report from the Borough Councillor.

The Borough Councillor provided a report. Please see link [here](#).

7. To receive the Clerk's report.

Items of note were included in the Clerk's report below. Which is available by the following link: Link [Here](#).

It was proposed, seconded and unanimously agreed that the PC will fund the budgeted £2000 towards the 20mph speed limit changes to the lower lanes by payment of invoice received from GCC.

It was proposed, seconded and unanimously agreed that the Clerk enroll on the proposed training courses FILCA and ILCA at £288.00 + Vat.

Following receipt of a playground inspection report, the PC will look over the document and proposals for repairs will be made at the next PC meeting. Cllr Blowey confirmed that all repairs were low risk and he would look in to the required maintenance.

8. Financial Matters:

8.1 Council to accept the financial statements for June 2025.

FINANCIAL RECONCILIATION AS AT 30th June 2025

CURRENT ACCOUNT

Balance B/F	£	33,078.60
INCOME	£	156.49
	£	33,235.09

EXPENDITURE (minus)	-£	1,001.34
---------------------	----	----------

BANK BALANCE TOTALS	£	32,233.75
----------------------------	----------	------------------

HSBC Business Account	£	20,632.35
HSBC BMM Account	£	11,601.40

AVAILABLE TOTALS	0.00	£	32,233.75
-------------------------	-------------	----------	------------------

The Parish Council accepted the Financial reconciliation as at 30th June 2025.

8.2 To approve the accounts for payments in July and August 2025 as per the list circulated prior to the meeting.

Minsterworth Parish Council - Proposed Financial Actions - July 25

	Item	Expenditure	Income	Comment
1	Clerk Wages	499.63		Clerk Salary July 2025.
2	HMRC	70.84		HMRC Payment June 2025
3	Bank Charges	8.00		Monthly account charges.
4	PMP Printing Invoice 013406	146.42		Payment for July edition.
5	MVH Hire Inv MVH-25-1293	25.88		Hire of hall Inv- 14.07.2025
6	Cloud next monthly	5.98		Monthly charge for website hosting. Reimburse Clerk.

	website hosting charge			
7	R King Ref 76188	756.00		Grass cutting play area June £80 + Vat. As agreed at meeting 12th May 2025. £380.00 + Vat Church landing yard cut. £170+Vat Ham green cut as agreed 9th June 2025. (£630.00+ Vat)
8	System force Inv 54667	60.00		Further charge for website hosting change over, hourly rate of £60.00. This was not initially quoted, paid £60.00 in June 2025.
9	SLCC Membership Inv MEM249854-1	154.00		Clerk membership to SLCC 2025/2025
10	A4 Paper	6.49		Quote for 500 sheets A4 paper- Amazon
10	PATA Payroll invoice 24/1224/PPS	37.35		Quarterly PATA Payroll invoice.
11	Payment of Autospeedwatch renewal	179.00		As Agreed at PC meeting 9th June 2025. TBC with Cllr R Thomas.
	Gordon Inspections	180.00		Payment of invoice as agreed 12th May 2025. £150.00 + Vat.
12	Payment from Build back better fund		1,048.20	
13	Payment to Gloucester CC Match funding Invoice 1800827637	3,048.00		To include Build back better funding and £1999.80 to be formally agreed by the Parish Council paid from allocated reserves agreed March 2025.
14	Bank Interest		15.64	Interest to 31st June 2025
		5,177.59	1,063.84	

Minsterworth Parish Council - Proposed Financial Actions - August 2025

	Item	Expenditure	Income	Comment
1	Clerk Wages	499.63		Clerk Salary August 2025.
2	HMRC	70.84		HMRC Payment June 2025
3	Bank Charges	8.00		Monthly account charges.

4	PMP Printing Invoice 013406	TBC		Payment for August edition.
6	Cloud next monthly website hosting charge	5.98		Monthly charge for website hosting. Reimburse Clerk.
7	R King	96.00		Grass cutting play area July £80 + Vat. As agreed at meeting 12th May 2025.
8	SLCC	288.00		FILCA and ILCA qualification - Clerk
9	Bank Interest March 2025		TBC	Interest to 31st July 2025
		968.45	0.00	

The Council unanimously approved the listed expenditure for July and August 2025.

9. Planning: To consider recommendations in regards to the following planning applications and to note any decisions.

9.1 Planning Application Consultation - 25/00307/FUL - Orchard End Church Lane Minsterworth Gloucestershire. Erection of two standalone supported living units associated with existing care facility. Link [here](#).

Following discussion by Minsterworth PC, It was proposed, seconded and agreed the PC DO NOT SUPPORT this application.

The following reasons were given-
The proposed application is on the flood plain, any evacuation due to flooding would put strain on current facilities and local resilience .
There is some concern over the stability over the bridge providing access and the increase in traffic through the lower lane.

9.2 Planning Application Consultation - 25/00186/FUL - Part Parcel 0074 Oakle Street Minsterworth Gloucestershire. Erection of agricultural barn. Revised Flood risk assessment now available. Link [here](#).

The following decision was noted. The extra building reference 'Lodge' had been taken off the resubmitted flood risk assessment as requested.

It was proposed, seconded and agreed by majority vote that due to the building being situated on the flood plane,

the Parish Council REJECT this application.

- 9.3 Planning Application Consultation - 25/00526/FUL - Parker Lodge Bury Lane Minsterworth Gloucester.**
Proposed garage extension to create games room with storage within roof. Link [here](#).

Following discussion, the PC proposed, seconded and unanimously agreed to ACCEPT the planning consultation.

- 9.4 Planning Decision - 25/00270/FUL - Minsterworth Garage Main Road Minsterworth Gloucestershire.** Outcome- **PERMIT**. Link [here](#).

- 9.5 Planning Decision - 25/00423/FUL - Craycroft The Street, Minsterworth, Gloucester.** Outcome – **PERMIT**. Link [here](#).

10. Street vendor consent: To consider recommendations regarding the following application and to note any decisions.

10.1 Application for street trader consent- to operate a Street Trading unit named Oh My Cod – fish and chips from The Apple Tree Inn Car Park Main Road, Minsterworth, Gloucestershire on Thursdays, Fridays, and Saturdays from 12pm until 21.00 hours.

Following a discussion the below was noted.

The entrance and exit on to watery lane is a concern with poor visibility. Other planning applications on watery lane have been denied for this reason. There would be a lot of vehicles accessing a small space.

The PC therefore agreed by majority that they DO NOT SUPPORT this application.

They do agree that it could be a positive thing for the village, but in a more suitable location.

The Clerk will advise licensing at TBC.

11.To discuss Highways updates and agree any actions.

- 11.1** To receive information on the overgrown footpath at Oakle street.

A Councillor confirmed the footpath has been cut back on the A48 that runs to Oakle street.

12. To discuss Calcotts and Ham green updates and agree any actions.

- 12.1 To agree to set up the Ham and Calcotts green committee as a working group.

It was proposed, seconded and a majority agreed that the Ham and Calcotts green group will be a working group.

- 12.2 To agree to invite a Parish resident to join the working group.

It was proposed, seconded and a majority agreed that villagers should be asked to contact the PC if they would like to join the Ham and Calcotts green working group.

The Clerk will put details on the website, and Villager and details can be put on to Whatsapp.

8:40pm- It was proposed, seconded and unanimously agreed to extend the PC meeting by 15 minutes to 9:15pm.

13. To discuss the survey results and report received from the Village design statement group. To vote to endorse the proposed statement.

Following discussion, Councillors made the following points.

Comments made previously in the meeting by Sarah Hands County Councillor should be taken in to account.

It was positive that there was a group of people willing to complete the statement.

There had been a decent response to the survey.

There are many ways to voice concerns over planning. The Parish Council gives the opportunity for a community voice towards planning decisions.

The PC has to make it clear there is no funding available through the Council towards the VDS.

It was proposed, seconded and unanimously agreed that the PC request the VDS group give further details and provide a summary of what will be considered by the residents within the Village design statement

14.To discuss and agree next steps regarding the Parish Council Defibrillator registration.

Cllr Blowey to investigate where the defibrillator is registered and advise the Clerk so it can be transferred and notifications received through the PC/ Clerk.

15.To consider and agree a response to the 20 is plenty survey received from Gloucester CC on the 30th June 2025.

It was agreed agenda item 15 to be deferred to the next PC meeting Sept 2025.

The Clerk will contact the PC prior to this date due to the deadline on the survey.

16.To receive feedback from the flood warden regarding the recent meeting with Tewkesbury borough Council.

It was agreed agenda item 16 to be deferred to the next PC meeting Sept 2025.

17.To discuss and agree next steps relating to the proposed GCC Ash die back scheme 2025/2026.

It was agreed agenda item 17 to be deferred to the next PC meeting Sept 2025.

The Clerk will contact the PC prior to this date due to the deadline on the project.

18.To discuss and confirm next steps relating to the suggested Parish Council playground at Minsterworth Village hall.

It was agreed agenda item 18 to be deferred to the next PC meeting Sept 2025.

19.Date for Next Meeting: Monday 8th September 2025 at 7-00pm at Minsterworth Village Hall

Appendix 1

Information pack July 2025.

Please see link to the Information pack [here](#).

Meeting closed at 21:15hrs

Signed:

Date: